

FOIA REQUEST AND ACTION RECORD
(Pursuant to 5 U.S.C. 552 and 15 CFR 4)

2. Request No.

PART I

3. Name, address, (phone) of requester

4. Description of records requested

5. Request
Received

Date

Time

By

6. _____ request returned or requester contacted: to clarify, or for other reason. Explain on reverse side of White Copy.

7. Request
fulfilled
by facility

Date

Time

By

8. ACTION ASSIGNED TO;

Date:

9. Due Date. By law,
this request must
be answered no
later than:

10. Comments or Instructions:

11. Received
In Action
Office

Date

Time

By

12. Fee Provisions

- a. Without further notice, requester agrees to pay:
_____ full amount, or _____ up to \$ _____.
b. _____ Fees reduced or waived, and by whom; attach explanation; 4.9(b)
applies.
c. Notification of fees sent to requester on:
_____, 19/20 _____.
d. Payment of \$ _____ received on _____.

13. Tolling of time Provisions (see 4.9,(d))

- a. _____ estimated fee exceeds authorization.
b. _____ estimated fee exceeds \$250 and lacks
authorization.
c. _____ requester delinquent in past payments.

14. Initial Determination (Summarize per subparagraph 7.04d.3., DAO 205-14; attach another sheet if necessary; 4.6 applies.)

PART II

14.a. Clearance Official(s)

Name: _____
Office Title: _____
Date: _____

15. Collectible Cost per Fee Schedule (4.9(b))

	Estimated	Actual
Search fee	\$ _____	\$ _____
Copying fee	_____	_____
Review	_____	_____
Total Collectible	\$ _____	\$ _____

16. Non-collectible Costs

17. Action
Office

Signature

Position title

Date